



Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: Bureau of Developmental Disabilities Services Case Managers and Providers
From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services
RE: New Rates Effective July 1, 2016
Date: May 9, 2016

On July 1, 2016, new rates will be in effect for Community Habilitation – Individual (CHIO), Facility Habilitation – Individual (FHIO) and Respite for both the Family Support and Community Integration and Habilitation Waivers. Residential Habilitation Services (RH10, RH20 and RHS Daily) will have new rates under the Community Integration and Habilitation Waiver. The Division of Disability and Rehabilitative Services' will post an updated rate chart on its [announcements Web page](#).

While these rates are being implemented across both waivers, the Bureau of Developmental Disabilities Services (BDDS) anticipates only a small number of individuals may be immediately impacted by the new rates. This group of individuals may see a change in their Cost Comparison Budgets (CCBs) that will result in a need for the individual's support team to meet to determine if the service package continues to meet the needs of the individual.

Although the new rates do not go into effect until **July 1, 2016**, BDDS will convert to the new rates in late May to give case managers and providers an opportunity to review the changes prior to the July 1 conversion. The information below includes the required action steps of case managers for this conversion process and the implementation timeline.

Required Action Steps for Case Managers:

- **May 27, 2016**, at 4:30 p.m. EST, all case managers **must** be out of INsite. INsite will not be accessible until **May 31, 2016**, at 8 a.m. EST.
- **May 27 - 30, 2016**, conversion of rates will take place in the INsite system. The conversion process will update rates and create a new CCB and Notice of Action (NOA).
- For the Family Supports Waiver:
 - The hours of CHIO, FHIO and Respite may be adjusted so that individuals CCBs will remain at the \$16,545 cap for this waiver.
 - When more than one of these services is being provided each service may be reduced proportionately.



- Once the conversion take place, case managers must review CCBs with the team to determine if there is a need to update an individual's CCB based on the rate changes to maintain the services the individual needs.
- For the Community Integration and Habilitation Waiver:
 - The hours of CHIO, FHIO and Respite may be adjusted so that individuals' DAYS Reserve will remain at the allocation for the individual (i.e., \$5,500; \$10,500; \$18,000 respectively).
 - For individuals who have a DAYS reserve above the normal allocations (\$5,000, \$10,500 or \$18,000) the hours of CHIO, FHIO and Respite will be adjusted to bring the DAYS reserve to the level it was prior to the rate restoration.
 - When more than one of these services is being provided each service may be reduced proportionately.
- For RHS 10, RHS 20 and RHS Daily the Objective Based Allocation (OBA) and the RHS allocation will be increased to reflect the number of hours the individual is currently receiving. RHS hours will continue to be provided at the levels required set forth in 460 IAC 13-5-1 and 13-5-2.
- Once the conversion takes place, case managers must review CCBs with the team to determine if there is any need to update an individual's CCB based on the rate changes to maintain the services the individual needs.
- Budget Modification Requests (BMRs) will be denied if the date of the foundation CCB is July 1, 2016, or later regardless of the BMR date.

BDDS will begin sending out updated NOAs to NOA email address via secure email on **May 31, 2016**, and will continue to send notices out through **June 3, 2016**. On each of these four (4) days 25 percent of the NOAs will be sent out. BDDS is sending out the notices over four days so that the email systems for both the State and providers will not be adversely affected by the volume of emails being sent.

If providers have not received their NOAs by close of business on **June 3, 2016**, providers must submit a ticket to the INsite help desk at insitehelpdesk@fssa.in.gov with a list of individuals for whom they did not receive an NOA.

BBDS will only issue NOAs to providers when the provider is rendering one of the services with a new rate. BDDS will not issue NOAs to providers of services that did not have a new rate.

Timeline:

2016 Rate Conversion Timeline Date/Timeframe	Event
May 27 – 30, 2016	Conversion of rates will take place in the INSite system

May 31 – June 3, 2016	Updated NOA's will begin going out to NOA email address (25 percent each day).
June 6, 2016	Providers should confirm receipt of NOA by close of business this day. (NOTE: NOAs will only be issued to providers when the provider is rendering one of the services that had a rate restoration. NOAs will not be issued to providers of services that did not have a rate restoration.)
June 6 – 30, 2016	Case managers must review CCBs with the team to determine if there is any need to update the CCB based on the rate changes.

If you have questions or issues regarding this conversion, please email BQIS.Help@fssa.IN.gov.